

**BUNKER HILL COMMUNITY COLLEGE**  
**Board of Trustees Committee of the Whole Meeting**  
**Monday, September 12, 2016**  
**6 p.m. Charlestown Campus – Room B-321**

**Minutes**

Present:	Loretta Marie Ajiambo Esibi	President Eddinger
	David Tai-Wai Chang	Provost Canniff
	James Klocke	Vice President Pitcher
	Antoine Junior Melay	Assistant CFO Ginsberg
	William J. Walczak	Assistant Secretary Ambrose
	Amy Young	

Absent: Cathy Guild, Colleen Richards Powell, Carmen Vega-Barachowitz, Richard C. Walker, III.

**I. CALL TO ORDER**

Chair Walczak called the meeting to order at 6:05 p.m.

**II. PUBLIC COMMENTS**

- None

**III. CHAIR'S REPORT**

Chair Walczak welcomed everyone to the beginning of a new academic year and noted that he had enjoyed attending Convocation.

Chair Walczak welcomed David Tai-Wai Chang who was recently appointed to the Bunker Hill Community College Board of Trustees and asked Mr. Chang to introduce himself. Mr. Chang stated that he had spent his working life as an environmental scientist and engineer. Since his retirement in 2002, Mr. Chang's focus has been on learning about the history of Boston Chinatown by taking classes on Boston's ethnic neighborhoods given at MIT; conducting a study of the changes in the makeup of the Chinese population in Boston's Chinatown and serving as a member of the Board of Directors of the Asian American Civic Association. He noted that BHCC has a large immigrant student population and that he looks forward to promoting the College in Chinatown and other neighborhoods.

Chair Walczak welcomed Loretta Marie Ajiambo Esibi, the elected Student Trustee for the 2016/2017 academic year and asked her to introduce herself. Loretta said that she is a business major and anticipates graduating in the spring of 2017. She has served as a Senator and as a Vice President in the Student Government Association.

**IV. PRESIDENT'S REPORT**

*Preparing for the 2020 NEASC Comprehensive Self Study—James F. Canniff, Provost*  
Dr. Canniff noted that BHCC's next accreditation review will take place in 2020; the College is accredited every ten year by the New England Association of Schools and Colleges (NEASC).

According to the NEASC website accreditation is a status that provide assurance to prospective students, their families and the general public that an institution meets clearly stated Standards for Accreditation and that there are reasonable grounds to believe the institution will continue to meet those standards in the future. From an institutional perspective the process of going through a self-study helps an institution evaluate its past and current accomplishments in the context of its mission and purposes and formulate sound, evidence-based strategic plans to continually improve the way it carries out that mission. As a more practical matter, being an accredited institution makes the College eligible for Title IV Federal Student Aid.

New NEASC accreditation standards went into effect in July 2016. There are nine standards: Mission and Purposes; Planning and Evaluation; Organization and Governance; the Academic Program; Students; Teaching, Learning and Scholarship; Institutional Resources; Educational Effectiveness and Integrity, Transparency and Public Disclosure.

This year, the College will begin planning for the 2020 Comprehensive Self-Study. A core NEASC Planning Committee will be appointed. The initial proposed timeline of activities will have a different focus each year: 2016-2017, Planning, Preparing and Organizing; 2017-18, Formal Preparation and Research and 2018-19 NEASC Research and Final Report Preparation.

*Facilities Update: Major Projects and Leases—John K. Pitcher, Vice President & CFO*  
Vice President Pitcher reviewed the College's major facilities projects. The plaza reconstruction, which received emergency funding from DCAMM, took place over the summer and will be completed in early October. The College is engaged in a study with Leslie University for the use of BHCC's athletic fields on a shared-cost basis. Parcel 24 which is 5,000 square feet of space in Chinatown will open in spring 2017 with three classrooms. The renovation of A-200 is proceeding. The primary goal of the project is to add a computer lab by relocating the BHCC police station to A-200. This would result in better utilization of existing space and also result in an upgrade to the fire safety codes in buildings A and B. This project is part of mandatory plant fund expenditures.

The College is also looking to lease additional space. In Chelsea, the College hopes to lease 70 Everett Street as an expansion of the Chelsea Campus. The current Chelsea Campus building on Bellingham Square would be leased to other organizations, possible to a charter school. In the spring, the College will lease the remaining space in the H Building; the Business Office, Human Resources and Payroll are scheduled to move there, freeing up space for additional classrooms. He also anticipates that the College will be working with Wynn Resorts on a training facility in anticipation of the opening of the casino in Everett.

*A Briefing on Diversity and Inclusion –President Eddinger*

President Eddinger presented data about the racial, ethnic and gender make-up of faculty nationally and at BHCC which showed that BHCC's faculty is substantially more diverse than faculty nation-wide. She also presented data on all faculty and staff, disaggregated by race/ethnicity and gender and an overview of the work of the Office of Diversity and Inclusion. The Diversity and Inclusion framework is long-range, intentional and employee grassroots-driven. The College needs to quantify the breadth and depth of existing programs in the following areas:

- Structures: Curriculum, Institutes, Advocacy, Advisory
- Culture: Commitment, Dialogue, Practices, Professional Development
- Talent Development: Recruitment, Retention, Outreach
- Policies and Compliance

A copy of the power point presentation including the charts used is attached to these minutes.

## **V. EXPENDITURE APPROVALS**

*HarborCov Taste of Chelsea, September 19, 2016*

The College requests the approval of the total expenditure of \$2,500 for a Maitre'D level sponsorship with three tickets to the event and College logo in event program book and on social media.

*Chelsea Chamber of Commerce breakfast, September 21, 2016*

The College requests the approval of the total expenditure of \$1,200 for the purchase of six tickets for the event.

**ACTION:** Moved by Young; Seconded by Chang.  
 "To approve the expenditure approvals as requested above."

The Motion Passed unanimously.

## **VI. ADJOURNMENT**

**ACTION:** Moved by Melay; Seconded by Young"  
 "To adjourn the meeting."

The Motion Passed unanimously.

The meeting adjourned at 7:10 p.m.